TRANSMITTAL SLIP | DATE 24 July

TO:

/ IT

ROOM NO.	BUILDING

REMARKS:

FROM:	ADC	
ROOM NO.	BUILDING	EXTENSION

(47)

FORM NO. 241
1 FEB 55
REPLACES FORM 36-8
WHICH MAY BE USED.

STAT

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24 July 1984

MEMORANDUM FOR: Curriculum Committee

FROM: _____   25X1

Assistant Director of Training for Curriculum

SUBJECT: Curriculum Committee Agenda - 31 July 1984

1. The next meeting of the Curriculum Committee is
scheduled for 0900 on Tuesday, 31 July. The Agenda is: 25X1

    0900 - 0915   CBT Activities

    0915 - 0930   Advanced Management
                       Course

    0930 - 1100   Consideration of   The Group
                       curriculum
                       categories, course
                       categorization strawman,
                       new course checklist,
                       and zero-based
                       curriculum review

2. It may be that we will not have enough time to finish
our discussions of all the issues listed between 0930 - 1100,
but let's move the process along. Attached is a computer-run of
current and scheduled OTE courses. The categorization and
statistical break-down are mine--shared only with Messrs. _____   25X1
_____ Feel free to critique and to make changes. You have   25X1
already received concept papers on the New Course Checklist and
zero-based review. If we have time, we will also discuss these.

                                                                       25X1

Attachments

Downgraded to UNCLASSIFIED
when removed from attachments.

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SUBJECT: Curriculum Committee Agenda - 31 July 1984

Distribution:
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FILE: TITLE   MEMO   A   COMPUTER CENTER

Categories · Orientation = O   General Skills = GS
Specialized Skill = SS   Broadening = B
Management = M
Substantive = Su

COURSE TITLE	UNIT	COURSE NUMBER	Directorate	Cat
Acquisition Management for CIA Tech Pers	MAT	1012236	C	SS
Administrative Directorate Trends & Highlights	IT	1005220	A	O
Administrative Procedures	MAT	1005219	C	SS
** Administrative Techniques	MAT	1015457	C	GS
ADP Seminar	ISC	1015458	C	GS
Advanced AIM	ISC	1015459	C	SS
Advanced Intelligence Seminar	IT	1005218	C	B
~~Advanced Management Seminar~~	~~MAT~~	~~1015460~~		
Agency Orientation & Office Procedures	MAT	1015460	C	O
AIM Administrators Course	ISC	1015462	C	SS
AIM and Host Base Word Processing Systems	ISC	1014220	C	SS
Analysis Support Course	IT	1013666	I	SS
Analysis Training Course for DDI CT'S	IT	1012124	I	SS
Artificial Intelligence Seminar	ISC	1015463	C	B
Automated Information Management, Intro to	ISC	1012219	C	SS
Briefing Techniques Course	MAT	1012042	C	GS
CAMS2 Language & Functions	ISC	1015464	C	SS
Career Trainee Development Course	IT	1012156	C	O
** Career ~~Development~~ TRANSITIONS	MAT	1015465	C	SS
China Familiarization	IT	1005210	C	Su
CIA Financial Systems	MAT	1005209	C	SS
CIA Today & Tomorrow	IT	1005207	C	O
Communism in a Contempory World	IT	1012237	C	Su

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FILE: TITLE MEMO A	COMPUTER CENTER				
Correspondence Workshop		MAT	1015466	C	SS
Counseling Course *Supervisory*		MAT	1008671	C	M
Counseling Workshop		MAT	1012297	C	M
Defense Economics Course		ISC	1012288	I	Su

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Defense Industries Course		IT	1005204	I	Su

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DESIST Data Base Administrators Course		ISC			
DESIST for Users		ISC	1015468	C	S!
DESIST Instructor Training		ISC	1015469		
DESIST Packages		ISC	1015470	C	SS
Do Economic Collection		IT	1010806	O	S!
Domestic TDY Travel Workshop		MAT	1008739	C	S.
Econometrics		ISC	1012291	I	Su
Economics for Supervisors		IT	1012350	I	S
Effective Employee		MAT	1005202	C	G
Effective Oral Presentation		MAT	1015445	C	6!
Elint Orientation		IT	1013479	I	S
Essentials of Writing		MAT	1014102	C	G
EXEC Language		ISC	1012238	.C	S
Executive Development: Electives		EDS	each elective will be coded individually		
Executive Development Core Course		EDS	1014717	C	
Field Administration		MAT	1005198	A	!

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Freedom of Information/Privacy Act Seminar	MAT	1012060	C	S?
Fundamentals of PL/I	ISC	1012242	C	6S
Fundamentals of VM	ISC	1012220	C	6S
~~Fundamentals of VM (self-study)~~	~~ISC~~	~~1013345~~		
Fundamentals of Word Processing	ISC	1012035	C	6
General Accounting Systems Workshop	MAT	1015363	A	S
** Geography Workshops	MAT	1015471	C	6
Getting Your Ideas Across	MAT	1015446	C	6
GIM II User Language	ISC	1012239	C	S

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Gregg Shorthand Refresher	MAT	1015443	C	6
Guidelines on Intel Activities Under E.O. 12333	IT	1012036	D	S
Host Based Word Processing	ISC	1014888	C	6
Industry Familiarization Course	IT	1012240	I	S
Instructor Systems Design Workshop	MAT	1012353	C	6
Instructor Training (part II)	MAT	1012361	C	6.
Intelligence Analysis Course	IT	1014617	I	S?
Intelligence Issues	MAT	1015472	C	E
Intelligence Process Seminar	IT	1013382	S+T	
Intelligence Successes & Failures	IT	1014936	I	S&S
Intermediate VM	ISC	1012233	C	
International Economics Course	IT	1010807	I	
International Narcotics & Intelligence Issues	IT	1012482	I	
Introduction to ADP	ISC	1013390	C	6'
~~*Introduction to CAMS2 (P/S) (Transition)~~	~~ISC~~	~~1014743~~		
Introduction to CIA	IT	1005186	C	

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Introduction to Micrographics	ISC	1012037	C	GS
Introduction to SAS	ISC	1014025	C	GS
Leadership Seminar	EDS	1013465	C	M
Leadership Styles & Behavior	MAT	1005184	C	M
Logistics Information Management System 1	ISC	1015473	A	SS
Logistics Information Management System 2	ISC	1015474	A	SS
Management Development Course	MAT	1014103	C	M
Management Skills for Secretaries & Admin Assts	MAT	1015475	C	M
Managing Office Automation	ISC	1015423	C	GS
Midcareer Course	IT	1005180	C	B

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Military Analysis Course	IT	1014712	I	S
Military Analysis Survey	IT	1015366	I	SYS
Military Operations Familiarization Course	OTD	1005179	O	S

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Modeling & Simulation Course	IT	1015433	I	G
National Warnings Course	IT	1015365	ISYS
New Analyst Course	IT	1013884	I	S
Nomad2 Application Development	ISC	1014061	C	G
Nomad2 Procedures	ISC	1015451	C	GS
Nomad2 Screens	ISC	1015455	A
Office Automation Seminar	ISC	1012032	C	S
Operational Records I	IT	1012045	C	S
Operational Records II	IT	1012046	C	S

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Operations Orientation for Spouses	CID	1005176	o	O
Overseas Orientation Course	IT	1010129	C	O
Performance Appraisal Workshop	MAT	1008678	C	SS
** Personal Transitions	MAT	1015477	C	O
Professional Men's Crs: Gender-Based Awareness.	MAT	1015478	C	B
Professional Woman's Course	MAT	1012289	C	B
Program on Creative Management	MAT	1005170	C	M
Proofreading	MAT	1012179	C	6:
RAMIS Report Writing I	ISC	1012218	C	6S
RAMIS Report Writing II	ISC	1012280	C	6.
** Re-entering the Work Force	MAT	1015492	C	!
~~Reading Improvement~~	MAT	1012052		
Realizing the Potential of Agency Women	MAT/EEO	1014137	C	B
Records for Agency Personnel	IT	1012276	C	S.

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Risk of Capture Course	IT	1012055	C	S
Role of the Secretary in an Automated Office	MAT	1015442	C	1

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SAFE	ISC	1013339	I	S
~~SAFE Delivery 2~~	ISC	1015479		
~~SAFE Transition~~	ISC	1015480		
Scientific Wpns Intel for the Ops Officer	IT	1005166	O	
Script	ISC	1010116	C	(

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** Working in Washington for CIA	MAT	1015490	C O
Writing JCL	ISC	1012283	C 65
Xedit Training Course	ISC	1014141	C 65

* Course ending with July 84 running

** Proposed for FY-85

revised 7/5/84 LAG